

~~SECRET~~

Sanitized - Approved For Release : CIA-RDP70-00211R000200010011-5

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RETURN TO

RECORDS MANAGEMENT DIVISION

3/14/56

RMS
File

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 Policy Staff,
Office of Security

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 C/FMB/RMS

Security Coordination on Development of New Agency Forms

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1.  16 Jan. 56 Memo for Record, Subject:
Recommended Shipping Channels for Agency Forms - Security
Coordination on Development of New Forms
2. 6 Feb. 56 Memo from Chief, Physical Security Division to Chief
Policy Staff Subject Security Coordination on Development of
New Agency Forms
3. Your routing slip dated 8 Feb. 56

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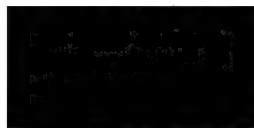
1. Sometime ago when this subject was first discussed with Mr.
 I explained to him that these matters had previously
been discussed with the Security Office and that I had built up a
small file which should do much to clarify his present problem. I
invited him to review my file and to discuss forms security in
more detail. I would like to once again extend this invitation
to , you ~~at~~ anyone else in Security. I am now in
Room 567, 1717 H. St., Ext 3729 or 675.

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2. It has been a long standing policy of this office to
review known preclassifications of forms and sterility requirements
as originally determined by the originating office or office of
primary interest. Whenever a case seems doubtful or when we cannot
agree with the OPI we have consulted, or recommended that the OPI
consult a member of your staff. Of course we intend to continue
this practice.

3. We are now trying to determine which forms should legitimately
be used overseas and will flag out control records accordingly. Once
again on questionable cases we will consult with you.

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Chief, Forms Management
Branch